

Choose To Work (CTW)**Who is appropriate for CTW services?**

- Any customer who is job ready, willing to work, and has a physical or mental impairment that substantially impedes successful access to and participation in employment. Any customer who needs individualized job development and placement services who have not been successful in obtaining employment through traditional job search. (Ex: an individual who is deaf and communicates through sign language, an individual who uses a wheelchair for mobility, an individual with a mental illness that may need job accommodations, an individual with a chronically poor job history because of a disabling condition who cannot self-advocate.)

When should I refer a customer to CTW?

- When a customer is identified as having a disability, has not been successful with job search, and needs specialized placement services.

Referral Process:

- Complete a 360 for CTW
- Hold a case staffing to verify the need for CTW services. Include the CTW Specialist, Referring Counselor, and the customer (if available and appropriate)

Items to consider:

- CTW Specialist will determine if the referral is appropriate within 30 working days.
- The CTW Specialist will email DWS Primary Counselor to add CTW services to the employment plan.

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